

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
TRAFFIC MANAGEMENT AND SIGNAL SYSTEMS UNIT
SIGNALS MANAGEMENT SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

SIGNALS MANAGEMENT SECTION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

SIGNALS MANAGEMENT SECTION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

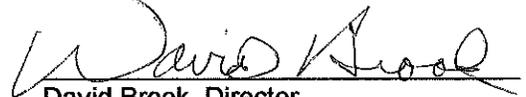
APPROVAL RECOMMENDED



Dolores Bocchieri, Chief Records Officer
Department of Transportation



Bill Rosser, PE
State Highway Administrator



David Brook, Director
Division of Historical Resources

APPROVED



Lyndo Tippet, Secretary
Department of Transportation



Lisbeth C. Evans, Secretary
Department of Cultural Resources

August 18, 2008

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ITEM 25549. MAINTENANCE CARDS FILE

Cards concerning maintenance performed on traffic signal equipment by the Division Traffic Control technicians. File includes complaints, types of repairs solutions, location of equipment, and other related data.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25553. SIGNAL EQUIPMENT LITERATURE FILE

Booklets, pamphlets, and catalogs received from companies manufacturing signal equipment. (File is used by Signals Management Section to determine type of signal equipment to install.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 25555. SIGNAL SYSTEM CORRESPONDENCE FILE

Correspondence and supporting documentation for signal system projects.

DISPOSITION INSTRUCTIONS: Function and records transferred to Intelligent Transportation Systems Section.

ITEM 25556. SIGNAL OPTIMIZATION FILE

Records concerning optimization of traffic signals in the state. File includes phase diagrams, types of equipment, traffic counts, new timing sheets, and other related records. (File is used as reference to maintain, change, and add signals to the system.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Signals and Geometrics Section, Locations File (Item 25547).

ITEM 25557. TRAFFIC CONTROL DATA FILE

Record copies of Traffic Control Data cards showing signal equipment repair performed on pieces of equipment by the Signal Repair Shop.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 25559. TRAFFIC SIGNAL INVENTORY CONTROL SHEETS FILE

Traffic Signal Inventory Control Sheets, one sheet for every signal or intersection in North Carolina. Shows signal equipment installed and includes a sketch of the intersection. (File is used as reference when considering signal equipment changes and additions.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Signals and Geometrics Section, Locations File (Item 25547).

ITEM 38024. TRAFFIC ELECTRONIC CENTER (TEC) DATABASE (ELECTRONIC) FILE

Electronic records concerning repairs performed on signal equipment by Traffic Electronic Repair Center. Electronic file includes dates equipment received and returned, diagnosis, test procedures, parts used, and other related data. (File maintenance and backup procedures conducted by Department of Transportation, IT Technical Services.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 38025. REPAIR (PRINTOUT) FILE

Computer generated printouts produced from Traffic Electronic Center (TEC) Database (Electronic) File (Item 38024). Printouts list names of technicians, dates equipment received and returned, diagnosis, parts used, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

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ITEM 38026. SIGNALS OPTIMIZATION GRANT PROGRAM FILE

Records concerning grants awarded to Traffic Engineering and Safety Systems Branch to perform statewide signals optimization. File includes contracts, reports to Energy Division, correspondence, invoices for purchased and rented items, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.